



Employers' Guide for Transmitting Files to

EUS Express

Quick Start Guide For Employers
To Transmit Data Via ANSI BBS



Bureau of Labor Statistics
February 1999

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EUS Express

Welcome

Welcome to EUS Express, the Bulletin Board System (BBS) of the Office of Employment and Unemployment Statistics (OEUS). EUS Express was developed by the Bureau of Labor Statistics (BLS) to allow firms to transmit data files electronically to a central location.

The BLS/OEUS is responsible for the development and implementation of electronic collection for the Report on Employment, Payroll and Hours (generally referred to as the Current Employment Statistics (CES) Survey) and the Multiple Worksite Report (MWR). The CES Survey is a monthly sample survey of 400,000 non-farm business establishments while the MWR is a quarterly survey of large firms that supplements the Quarterly Contributions Report.

One of the primary goals of BLS is to reduce the burden on firms for the reporting of these data, while at the same time, providing timely, accurate, economic information to those who need it. To meet this goal, BLS established the EUS Express BBS to support the Electronic Data Interchange (EDI) Center in Chicago, Illinois, to receive and process your electronically transmitted data.

About This Guide

This guide briefly describes the features you will commonly use on EUS Express. In addition, it explains the following:

- The steps required to obtain access to EUS Express. If you have been using the BBS, your user name and password have been automatically transferred to the new BBS (EUS Express).
- How to access the system using industry standard asynchronous telecommunication software to transmit data files.

This guide assumes that you are familiar with the basic terminology and procedures for telecommunication. It also assumes that you have a working system capable of telecommunicating with a BBS.

About EUS Express

EUS Express is a dual-system, multi-node BBS providing our respondents a means to electronically transmit (or upload) data files to the BLS Electronic Data Interchange (EDI) Center. EUS Express can be accessed from just about any asynchronous telecommunications client software package (such as ProComm, Smartcom, QuickLink, QmodemPro and PCTalk) that supports ANSI terminal emulation.

Communication areas within EUS Express are called File Areas. Each registered user of EUS Express has access to two File Areas: one assigned to you and another area available to all registered users.

Preparing to Transmit Your Data

Preparation consists of obtaining authorization to access the system and preparing your data file.

Authorization

To obtain access to EUS Express you must first be authorized -- EUS Express is a closed system. (If you are currently using the BBS, no new authorization is required since your existing user name and password will have been transferred to the new EUS Express BBS.) New users obtain access by contacting the EDI Center at **1-800-861-3804**. They will provide you with a user name and password.

Keep your user name and password protected yet handy as you will need them each time you log on.

Standard Data Files

Data files must be created using the specifications in the booklet *Electronic Data Reporting, Standard Flat File Formats*. If you do not have this publication, contact the EDI Center. (See *Getting Help and Offering Comments*.) Prior to the implementation of the BBS, CES and MWR developed separate flat file formats that were unique to their respective surveys. These formats have since been modified to incorporate common data elements, thus reducing the reporting burden on firms. Although the old formats are still accepted, BLS prefers that firms transmit their data in the new 350-character standard formats as specified in the booklet *Electronic Data Reporting, Standard Flat File Formats*.

Compression

Compression is a method by which electronic files can be reduced in size, thus reducing the time it takes to transfer them between computers. There are many methods available to users to compress files. For compression to work properly, the methods must be available to both parties.

EUS Express currently accepts files compressed using either Pkzip or WinZip. (Pkzip is a product of PKWARE, Inc., and WinZip is a product of Nico Mak Computing, Inc.) If you desire to use another compression method, contact the EDI Center. (See *Getting Help and Offering Comments*.)

Please make sure we can read your compressed files before you send them.

Transmitting Your Data

Once you have your user name/password and you have your data file ready, you can connect to EUS Express and transmit your file.

The procedure for transmitting your data to EUS Express is dependent on the telecommunications software you are using. Note that these instructions are written to apply to just about any asynchronous telecommunications software available on the market and do not include all possible steps. For example, we do not indicate how to start an upload process with your software. We only describe how to start the process on our end.

Configuring Your System

Follow the steps below to configure your telecommunications software and access EUS Express:

1. Set your telecommunications software for full duplex; 300, 1200, 2400, 9600, 14400, or 28800 baud; 8 data bits (another term is 'start bit'); no parity; and 1 stop bit.
2. Set your terminal type to ANSI. Some call it ANSI BBS.

Logon to the BBS

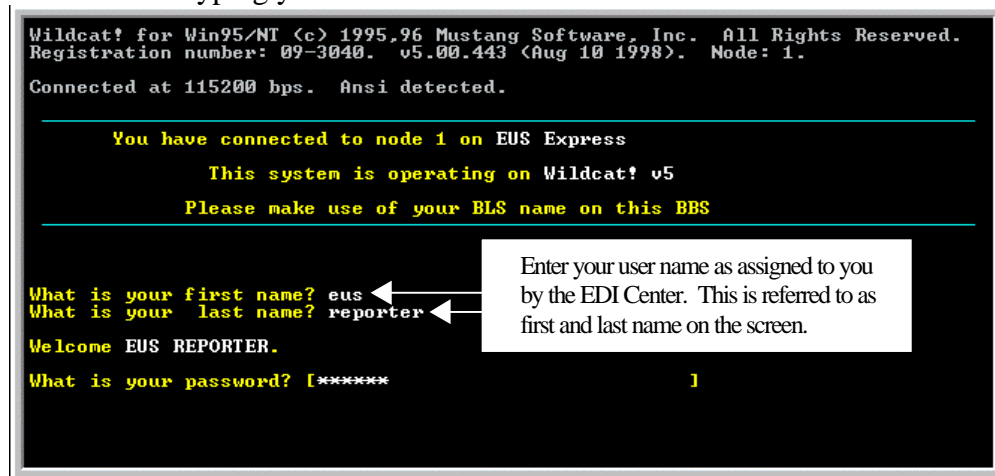
1. Dial EUS Express using your telecommunications software.

The phone number for EUS Express is: **1-800-709-6221**

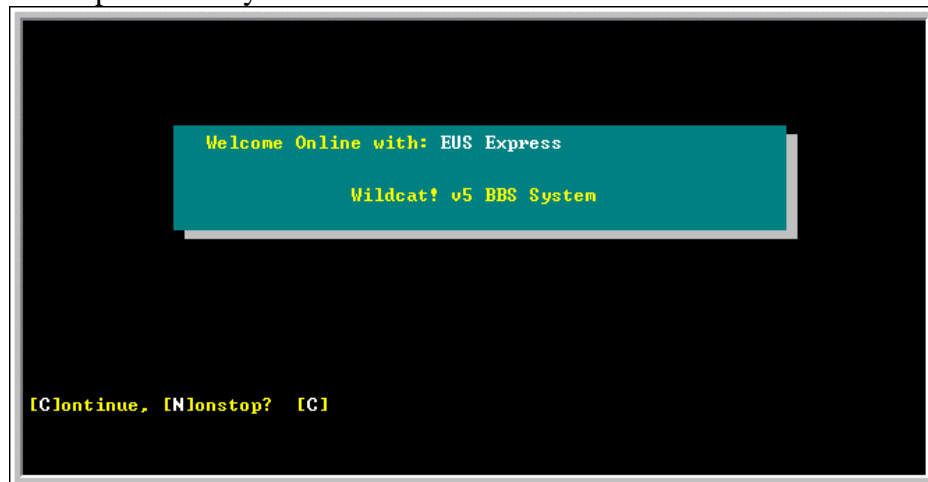
Do not forget to include applicable prefixes, if required, to get an outside line. For example, some phone systems require you to dial "9" to get an outside line.

2. Once connected, enter your user name as assigned to you by the EDI Center. (This is referred to as first and last name on the screen.) You can enter your user name all on the "first name" prompt if you wish. (Enter it as assigned to you by the EDI Center.) Press

“Enter” after typing your user name.



3. Type in your password and press the “Enter” key. The characters typed will appear as asterisks on the screen.
4. A welcome screen appears presenting you with two options: [C]ontinue and [N]onstop. Both options take you to the Main Menu.



Selecting a File Transfer Protocol

The transfer protocol you select in EUS Express must be the same as that selected on your telecommunication software. This is necessary so that the file transfer will work. **We recommend Zmodem.** However, various file transfer protocols are offered. (See Viewing File Transfer Protocols further below.) Once you have decided upon a transfer protocol to use, follow the instructions below to select it in EUS Express.

1. From the ‘Main Menu’ choose ‘Your Settings’ by typing “Y” then pressing the “Enter” key.
2. Type “14” then press the “Enter” key.

3. Type the letter appearing to the left of the transfer protocol you want to select then press the **“Enter”** key. To select the Zmodem, type **“Z”** then press the **“Enter”** key.
4. To return to the Main Menu, type **“Q”** then press the **Enter”** key.

Viewing File Transfer Protocols

From the ‘Main Menu’ choose ‘File transfer Help ’ by typing **“F”** then pressing the **“Enter”** key.

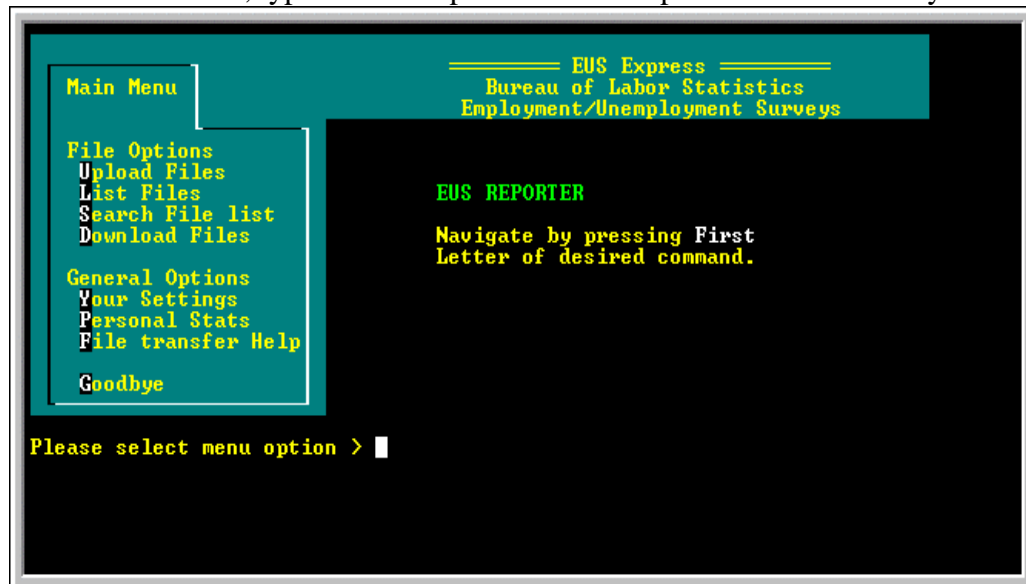
- To view descriptions of each protocol, type **“C”** then press the **“Enter”** key. A description of the first protocol listed will be displayed. Continue pressing the **“Enter”** key to scroll through the descriptions given for each protocol. Once the last description is given, you will see that pressing the **“Enter”** key returns you to the Main Menu.
- To return to the Main Menu before reaching the last description, type **“Q”** then press the **“Enter”** key. The same instruction line found at the bottom of the last description will appear. (See next bullet.)
- The instruction line

```
[R]edisplay, [D]ownload, [Q]uit, [ENTER] to go back?
```

is displayed. It allows you the option of returning to the Main Menu (type **“Q”** then press the **“Enter”** key) or re-displaying all of the descriptions (type **“R”** then press the **“Enter”** key).

Upload Files

1. At the Main Menu, type **“U”** for Upload Files then press the **“Enter”** key.



EUS Express Main Menu

2. Next, there is an instruction line displayed as shown in this step.

```
Eus You are about to upload files
      using the Zmodem Protocol.

Please prepare to select the Upload or Send File
option from the menu of your communication program.
If you have any problems, please notify BLS support persons.
Enter name for file #1 or [ENTER] to start upload? [      ]
```

3. Press the “Enter” key.

4. **Start your Zmodem upload now...**

```
Start your Zmodem upload now...
```

Start the upload process using the procedures for your telecommunications software.

If you are attempting to upload a file that has already been uploaded, the system will present you with three options (if not, go to step 5):

```
[O]verwrite the existing file.
[R]ename the file you uploaded.
[D]iscard your upload.
Enter your selection? [ ]
```

a. Overwrite the existing file. This replaces the file previously uploaded.

b. Rename the file you uploaded. This renames the file you are about to upload. The previously uploaded file is not overwritten.

c. Discard your upload. This will discard the file to be uploaded and return you to the Main Menu.

5. Enter a description for the file you are about to upload. The description cannot be longer than 70 characters.

```
Please enter a description for this file <70 chars max>
[This is data for third quarter 1999]      ]
```

6. Press the “Enter” key.

7. The system will then ask if you would like to leave a detailed description about this file. The default value is “N” for No. Just press the “Enter” key.

```
Would you like to leave a detailed description about this file [y/N]? [N]
```

8. Once your upload is complete, you will be given the options to Continue, Nonstop, or Quit. The default value is “C”. Selecting any of the three options will take you back to the Main Menu. Just press the “Enter” key.

```
      UPLOAD SUCCESSFUL      Thank you!  
-> -> By the way Eus, you have uploaded 28 files totaling almost 66K!  
  
[C]ontinue, [N]onstop, [Q]uit? [C]
```

Note: These uploading instructions are written with the (recommended) Zmodem used as the transfer protocol. For example, if you use a different protocol (such as Xmodem), steps 2 and 3 differ slightly. You would have to enter a filename at the prompt shown in step 2. If entering a filename, you must use the DOS 8-3 naming convention (filename.ext).

Logging Off

1. Return to the Main Menu screen.
2. Type “G” for Goodbye and press the “Enter” key.
3. You will be asked if you want to log off. The default value is “Y” for Yes. Just press the “Enter” key.

```
                                Letter of desired command.  
  
General Options  
Your Settings  
Personal Stats  
File transfer Help  
Goodbye  
  
Please select menu option > g  
Are you sure you want to log off [Y/n]? [Y]
```

4. The last screen will thank you for calling (shown below). Wait until the words “NO CARRIER” appears in the lower left of the screen. You are now logged off EUS Express.

```
Eus,  
We hope you enjoyed your visit with:  
EUS Express - A WILDCAT! v5 System  
  
Thank you for calling, Eus!  
NO CARRIER  
█
```

Changing Your Password

If you are a first time reporter, your default password is set by the Chicago EDI Center. (Passwords are NOT case-sensitive.) If you would like to personalize your password, which is strongly recommended for security reasons, follow the instructions below. We recommend a minimum of six positions consisting of letters and numbers, and do not use words from a dictionary. Passwords of current BBS firms are still effective but may be changed using the instructions below.

1. From the 'Main Menu' choose 'Your Settings' by typing **"Y"** then pressing the **"Enter"** key.
2. Type **"P"** for Password change then press the **"Enter"** key.
3. Enter your current password then press the **"Enter"** key. Passwords can be up to 31 characters long and consist of letters and numbers. The characters typed will appear as asterisks on the screen.
4. Enter your new password then press the **"Enter"** key. The characters typed will appear as asterisks on the screen.
5. Enter your new password again then press the **"Enter"** key. The characters typed will appear as asterisks on the screen.
6. Press the **"Enter"** key.
7. Type **"Q"** then press the **"Enter"** key.

Getting Help and Offering Comments

Support Contact

Contact the EDI Center, toll free, at 1-800-861-3804 for all questions or problems related to using the EUS Express BBS.

Internet Mail

The EDI Center in Chicago is available over the Internet. The e-mail address is: edict_r_chi@bls.gov.

Feedback

EUS Express is designed to serve employers that vary in size, resources, and technology. We welcome your suggestions on improving EUS Express or this guide. Please provide any comments to the EDI Center, either by telephone or by using their Internet e-mail address.